



## Installation of Neighbourhood Watch Street Signs

### 1. Introduction

This guide is applicable to the 5 districts of Cambridgeshire County Council (CCC). There are different procedures for the Unitary Authority of Peterborough. See [nwpeterborough.co.uk/2018/05/12/street-signs](http://nwpeterborough.co.uk/2018/05/12/street-signs)

Only Neighbourhood Watch (NW) schemes that have been approved by local Neighbourhood Watch organisation and shown as such on <https://www.ourwatch.org.uk/> may purchase and display street signs.

The signs are 400mm x 300mm and weigh 500 gms, and are secured to posts with nylon “cable ties”. They are made from a sandwich construction of aluminium and plastic, with the NW logo on one side.

Those wishing to install new street signs are to follow the sequence below. This also applies to the renewal of existing signs.

|      |  |
|------|--|
| 1.1  | Assess locations for the signs including ease of access for erecting.  |
| 1.2  | Draft annotated plan(s) for the sign locations.  |
| 1.3  | Obtain permission to fix the signs from CCC Highways and any other owners of the fixtures identified to receive the signs                                    |
| 1.4  | Give 14 days’ notice to the Local Planning Authority of the proposal to erect signs.   |
| 1.5  | Order and pay for the signs.   |
| 1.6  | Arrange for a team to erect signs (usually 2 people).  |
| 1.7  | Team to have hi-vis vests or jackets.  |
| 1.8  | Acquire a stepladder of adequate height and other equipment  |
| 1.9  | Team to be briefed on the risk assessment and method of working.   |
| 1.10 | Erect signs  |
| 1.11 | Notify <a href="mailto:Street.Lighting@cambridgeshire.gov.uk">Street.Lighting@cambridgeshire.gov.uk</a> that a sign on CCC lighting column has been erected. |

### 2. Choosing the locations for signs

2.1. Signs are normally mounted around the periphery of the area covered by the NW scheme or at the ends of roads so that they attract the attention of people as they enter the area. Additional signs may be installed at other positions as thought worthwhile.

Street lighting columns (aka lampposts) are the normal choice for NW signs across Cambridgeshire.

2.2. Signs can also be installed on posts, walls and fencing on private land if written permission from the landowner is obtained.

2.3. For planning purposes, the signs are considered to be advertisements and the following applies:

1. The signs, their maintenance and their location shall comply with “The Town and Country Planning (Control of Advertisements) (England) Regulations 2007”
2. Signs shall be fixed so that no part of them is more than 3.6 m above ground level and the base is not less than 2.2 m above any footway, or 2.3 m above a cycleway.
3. The signs must not be less than 450 mm from the edge of the carriageway.
4. Ensure that the sign does not cause an obstruction or obstruct the view of a traffic sign.
5. Signs may not be fixed to
  - a. any traffic signal
  - b. supports of traffic signs
  - c. any street furniture on trunk roads (e.g. A14)
  - d. electricity cable poles
  - e. telegraph poles, unless BT Open Reach has given written permission.
6. New poles to support the signs must not be placed within the public highway.
7. Additionally signs must not be posted where they might obscure a motorist’s view of any traffic sign or signal (for more information see schedule 2 in Appendix 1).
9. Note that proposals for installing signs close to road junctions may not be approved.
10. See Appendix 1 for additional requirements contained within the Regulations.

### **3. Formal approvals/acceptances required for proposed installations**

(See appendix 3 for details of contacts)

Before a sign is ordered, Coordinators will need to obtain formal approval for the proposed location of any sign to be erect. There are two approvals needed before a sign may be erected.

1. The of the **owner of the property** which is to hold the sign
  - a. Where possible the sign should be fitted to a lighting column. A simplified procedure has been agreed with CCC Highways for submitting approval requests for signs on the lighting columns. The procedure includes a commitment to adhere to the risk assessment in Appendix 4, a working method included within para 6 and submissions by CNW as detailed in Appendix 7. Submit proposals to [Street.Lighting@cambridgeshire.gov.uk](mailto:Street.Lighting@cambridgeshire.gov.uk) with the following: Contact details: Name, telephone number, e-mail address, a location plan and the unit identification number(s). A suitable plan can be obtained from <https://my.cambridgeshire.gov.uk/myCambridgeshire.aspx>. See Appendix 2. Note that a lighting column that has an old sign fitted may not obtain approval for renewing the sign.
  - b. Some lighting columns are not be owned by CCC. See Appendix 2 for further information.
  - c. or for other locations on or adjacent to the highway are acceptable to the CCC Highways District Manager

- d. If not fitted to Highway property, the approval of the owner of the property. If fitting to a telegraph pole see appendix 6 for guidelines and Appendix 3 for the email address to make a submission.
2. The **Local Planning Authority (LPA)**. The submission is not a request for planning permission, but a notification as required by planning regulations. An extract of the regulation is provided in Appendix 1; and a typical submission in Appendix 5.

Note that signs installed without the appropriate approval can be summarily removed at the expense of the local NW group/scheme.

#### **4. Funding**

The NW scheme planning to install new street signs will normally pay for the purchase of the signs and will undertake their installation. Also, schemes may be able to raise funds from a local Parish Council, local businesses, or other sponsors. (See 5.1 for current costs of purchase)

#### **5. Purchase of Street Signs**

**5.1** NW Street Signs should be purchased from the Cambridgeshire NW Treasurer. The signs are £12 each, including two cable ties and P & P.

**5.2** When you have, determined the location of the signs and obtained the necessary approvals, either raise a cheque for the appropriate sum, made payable to “**Cambridgeshire Neighbourhood Watch**”, and send the cheque to the Cambridgeshire NW Hon Treasurer, John Fuller, 10 The Spinney, Bar Hill, Cambridge CB238ST, or alternatively, payment can be made by bank transfer. Contact the CNW Treasurer for details.

**5.3** If you need an invoice in order to raise the payment, request a pro-forma invoice from the Treasurer by email at, or by post. In both cases, please include the following information:

- your name
- your address with post code
- your email address
- your contact telephone number

The above information is essential to assure trouble-free delivery.

**5.4** Once your payment has been received, a receipt will be issued (by email unless specifically requested otherwise). Delivery will be by Royal Mail.

#### **6. Installation, Maintenance, and Safe Working**

##### **6.1 Insurance**

NW schemes and coordinators that have been formally approved by the Police and the local Neighbourhood Watch organisation are covered by the national Neighbourhood Watch Public Liability Insurance against third party claims.

##### **6.2 Equipment**

- ☒ Stable step-ladder suitable for the ground conditions, and which provides a safe working height for the user. Note that it is not permitted to lean a ladder on a CCC lighting column.
- ☒ Secateurs may be required to trim any foliage
- ☒ Wire cutters for trimming plastic cable ties.

- ☑ Hi-visibility waistcoat for each installer
- ☑ Safety hats if thought appropriate for the “ground support”

### **6.3 Safety**

When mounting the signs, safety is very important. Ensure that those installing the signs have read and agreed to work to the guidance in the Risk Assessment attached as Appendix 5.

Those involved are to satisfy themselves that there are no additional issues to take into account when they will install the signs.

Ensure step ladder is in a good condition

Set up a safe working area.

A team of not less than two people is necessary when any form of climbing is required: one to fix the sign and the other to ensure the stability of the step-ladder. Ideally a third person will assure the safety of others using the pavement and to hold tools that are not being used. Everyone involved is to wear a high visibility vest/waistcoat/jacket—Contact your area representative on the Cambs NW Executive Group to check if NW branded hi-viz waistcoats are available on loan. See <https://cambsnw.org.uk/>

### **6.4 Fitting the sign**

Before commencing the installation check that the necessary approvals have been obtained.

One person to climb the step ladder to the appropriate level and install the sign by securing it to the column or post with two cable ties. After mounting and tensioning the cable ties, check that the sign is well secured and will not slide down the lighting column and cut off the excess length of the cable ties

When positioned over a footway the lower edge of the sign is to be at least 2.2 m above the surface. For an off-road cycleway the height should be increased to 2.3 m. The top edge not more than 3.6 metres. There must be at least 450 mm clearance between the side of the sign and the edge of the road or kerb. Orient the signs so that they are prominent for traffic entering the scheme area. Where a footway does not exist, it is recommended that the base of the sign be not less than 1.5 m above ground level.

After a sign has been fitted to a lighting column inform CCC Highways (Street.Lighting@cambridgeshire.gov.uk) that the work has been undertaken

### **7. Maintenance and Removal**

Signs are to be checked regularly and cleaned as needed so that they continue to attract attention of passers-by. This is particularly important if the signs are installed under trees.

Should the NW scheme that installed signs become defunct or disbanded by the Police or NW, the signs must be removed. Where relevant, the advice and requirements contained in the risk assessment also apply to the removal of signs. If a sign is removed CCC Highways is to be notified.

## Appendix 1

### **The Town and Country Planning (Control of Advertisements) (England) Regulations 2007**

Extract from <http://www.legislation.gov.uk/ukxi/2007/783/schedule/2/made>

#### **SCHEDULE 2 Regulation 2(1)**

##### **THE STANDARD CONDITIONS**

1. No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission.
2. No advertisement shall be sited or displayed so as to—
  - (a) endanger persons using any highway, railway, waterway, dock, harbour or aerodrome (civil or military);
  - (b) obscure, or hinder the ready interpretation of, any traffic sign, railway signal or aid to navigation by water or air; or
  - (c) hinder the operation of any device used for the purpose of security or surveillance or for measuring the speed of any vehicle.
3. Any advertisement displayed, and any site used for the display of advertisements, shall be maintained in a condition that does not impair the visual amenity of the site.
4. Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public.
5. Where an advertisement is required under these Regulations to be removed, the site shall be left in a condition that does not endanger the public or impair visual amenity.

#### **SCHEDULE 3 - Regulation 6 Classes of Advertisement for which Deemed Consent is Granted**

##### **PART 1 - SPECIFIED CLASSES AND CONDITIONS**

**Class 10 Advertisements for Neighbourhood Watch and similar schemes Description:** 10. An advertisement displayed on or near highway land (but not in the window of a building), to give notice that a closed circuit television surveillance scheme, or a neighbourhood watch or similar scheme, established jointly by the police authority and a local committee or other body of persons, is in operation in the area.

##### **Conditions and Limitations: 10**

- (1) No advertisement may exceed 0.2 square metre in area.
- (2) No advertisement may be displayed on highway land without the consent of the highway authority.
- (3) The local planning authority shall, at least 14 days before the advertisement is first displayed, be given particulars in writing of the place at which it is to be displayed and a certificate—
  - (a) that the scheme has been properly established;
  - (b) that the police authority has agreed to the display of the advertisement; and
  - (c) where relevant, that the consent of the highway authority has been given.
- (4) The advertisement shall be removed within 14 days after—
  - (a) the relevant scheme ceases to operate;
  - (b) the relevant scheme ceases to be approved by the police authority; or
  - (c) the highway authority withdraws its consent to its display.
- (5) Illumination is not permitted.
- (6) No character or symbol on the advertisement may be more than 0.75 metre in height, or 0.3 metre in an area of special control.
- (7) No part of the advertisement may be more than 3.6 metres above ground level.

## Appendix 2

### Identifying Ownership of Lighting Columns

The column identification number will usually give an indication of who owns the lighting column.

The majority of lighting columns are owned by CCC Highways are prefixed with an L, although there are a few that are prefixed CCC.

Columns owned by District Councils are prefixed:

|   |     |
|---|-----|
| South Cambridgeshire                        | SC  |
| Fenland                                     | FDC |
| East Cambridgeshire                         | EC  |
| Cambridge City                              | CAC |
| Huntingdonshire (some do not have a prefix) | HDC |

Those owned by the local Parish Council are usually prefixed PC, although in Fenland they are FPC.

Columns without a prefix letter may be owned by a developer prior to being adopted by CCC Highways.

In Fenland some columns are prefixed RHA for Roddens Housing Association.

To check, on line, for the number of a CCC lighting column, enter an address into:

<https://my.cambridgeshire.gov.uk/myCambridgeshire.aspx>. Click on the tab for My Maps, then click on street lights in the left-hand column and they will be shown in yellow. Click on this yellow lightbulb symbol further information.



## Appendix 3

### Contacts (as of 12 Aug 2022)

#### 1 Cambridgeshire County Council Highways

##### 1.1 Street lighting columns and posts of illuminated signs

[Street.Lighting@cambridgeshire.gov.uk](mailto:Street.Lighting@cambridgeshire.gov.uk)

##### 1.2 District Managers

###### i. Cambridge City

Name Dennis Vacher

Position District Highway Maintenance Manager

Email [dennis.vacher@cambridgeshire.gov.uk](mailto:dennis.vacher@cambridgeshire.gov.uk)

###### ii. South Cambs

Name Dennis Vacher

Position District Highway Maintenance Manager

Email [dennis.vacher@cambridgeshire.gov.uk](mailto:dennis.vacher@cambridgeshire.gov.uk)

###### iii. East Cambs

Name Steve Alexander

Position District Highway Manager

Email [steve.alexander@cambridgeshire.gov.uk](mailto:steve.alexander@cambridgeshire.gov.uk)

###### iv. Fenland

Name Steve Nicholson

Position Interim District Highway Maintenance Manager

Email [steve.nicholson@cambridgeshire.gov.uk](mailto:steve.nicholson@cambridgeshire.gov.uk)

###### v. Huntingdon

Name Steve Alexander

Position District Highway Maintenance Manager

Email [steve.alexander@cambridgeshire.gov.uk](mailto:steve.alexander@cambridgeshire.gov.uk)

#### 2. Cambridgeshire Planning contacts

##### 2.1. Notifications of proposals to erect signs are to be sent to the relevant District Planning Office.

###### i. Cambridge City

[planning@greatercambridgeplanning.org](mailto:planning@greatercambridgeplanning.org)

###### ii. South Cambs

[planning@greatercambridgeplanning.org](mailto:planning@greatercambridgeplanning.org)

###### iii. East Cambs

[PLServices@eastcambs.gov.uk](mailto:PLServices@eastcambs.gov.uk)

###### iv. Fenland

[planning@fenland.gov.uk](mailto:planning@fenland.gov.uk)

###### v. Huntingdon

[developmentcontrol@huntingdonshire.gov.uk](mailto:developmentcontrol@huntingdonshire.gov.uk)

### 3 British Telecon/Open Reach

3.1. Requests to place a sign on a telegraph pole are to be submitted to:

NNHC@openreach.co.uk

## Appendix 4

### Assessment and Management of Risks

In most cases the installation of the sign will be at a height requiring a step ladder. Where the sign is at a low level not requiring such equipment references below to a step ladder may be ignored and the installation may be carried out by one person.

All team members to be made aware of the risk assessment before starting to install signs

| Activity   | Potential hazards  | Control Measures   | Level of Risk |
|--|--|--|---------------|
| Presence of operative in highway verge or footway          | Highway traffic, cycleway traffic or footway traffic.  | High visibility jacket or vest to be worn by all throughout the installation.  | Minimal       |
| Moving the step ladder                                     | Collision of step-ladder with passer-by or fixed object during transport.  | Step-ladders that are too long to be carried vertically should be carried by two people.   | Minimal       |
| Setting up step ladder                                     | Setting up on uneven ground  | 2 persons to be involved during setup.<br>Check that the ground is suitable for a step ladder.   | Minimal       |
| Installing a sign on a lighting column using a step ladder | Fall from height, including Step ladder failure or step-ladder toppling<br><br>Sign being dropped by the installer and falling on another team member.<br><br>Clippers falling on second person<br><br>Step ladder being knocked by pedestrian, cyclist or vehicle | 2 persons to be involved in the installation. Do not lean away from the line of the steps.<br><br>Cable ties threaded through sign holes before being taken (or passed) up the step-ladder.<br>Sign with ties in place held by team member until installer is in position to secure the sign.<br><br>Clippers to be on a lanyard connected to the installer<br><br>Step-ladder is continually supported. A team member watching and advising others. | Minimal       |



The HEALTH & SAFETY EXECUTIVE (HSE) recommend (<https://www.hse.gov.uk/pubns/indg455.pdf>):



**Figure 5** Example where two hands need to be free for a brief period for light work. Keep two feet on the same step and the body (knees or chest) supported by the stepladder to maintain three points of contact. Make sure a safe handhold is available

### Stepladders

When using a stepladder to carry out a task:

- check all four stepladder feet are in contact with the ground and the steps are level;
- only carry light materials and tools;
- don't overreach;
- don't stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold;
- ensure any locking devices are engaged;
- try to position the stepladder to face the work activity and not side on. However, there are occasions when a risk assessment may show it is safer to work side on, eg in a retail stock room when you can't engage the stepladder locks to work face on because of space restraints in narrow aisles, but you can fully lock it to work side on;
- try to avoid work that imposes a side loading, such as side-on drilling through solid materials (eg bricks or concrete);
- where side-on loadings cannot be avoided, you should prevent the steps from tipping over, eg by tying the steps. Otherwise, use a more suitable type of access equipment;
- maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder (see Figure 5 and associated text).

When deciding if it is safe to carry out a particular task on a stepladder where you cannot maintain a handhold (eg to put a box on a shelf, hang wallpaper, install a smoke detector on a ceiling), this needs to be justified, taking into account:

- the height of the task;
- whether a handhold is still available to steady yourself before and after the task;
- whether it is light work;
- whether it avoids side loading;
- whether it avoids overreaching;
- whether the stepladder can be tied (eg when side-on working).

Appendix 5



*Add name of scheme*

## Neighbourhood Watch Scheme

*Add date*

**The Planning Officer**

*Add name of District* District Council

Dear Sir,

### **ERECTION OF NEIGHBOURHOOD WATCH STREET SIGNS**

*Add village/town and street*

**Re: The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 No. 783**

I attach details of the location of a proposed Neighbourhood Watch Street Sign and confirm that the Neighbourhood Watch Scheme to which the sign refers has been approved and registered with the national Neighbourhood Watch which is a Charitable Incorporated Organisation. This can be confirmed by visiting web site ([ourwatch.org.uk](http://ourwatch.org.uk)) and inserting post code *insert*. The dimensions are such that the sign does not exceed 0.2 square m and no character or symbol exceeds 0.3 m in height. The sign is not illuminated and will not be fixed at greater than 3.6 m above ground level.

The Cambridgeshire County Council, Highways Service has given consent to signs being fixed to the lighting columns shown on the attached plan. *Edit if necessary*

Yours faithfully,

*Name address and phone number*

*Include the plan submitted to CCC Highways*

## Appendix 6

### Guidelines provided by BT Open Reach for fixing a sign to a telegraph pole

1. The attachment must be made at no expense to BT, it must also be fixed in a position and manner approved by BT and maintained by the owner.
2. In order to meet health and safety requirements and maintain the integrity of the telecommunications network infrastructure the size, position & fitting of the attachment or sign must not:
  - (i) Promote decay in the pole.
  - (ii) Impede testing for decay.
  - (iii) Impede ladder erection or climbing.
  - (iv) Impede access to pole steps.

In order to ensure this, the attachment needs to meet the following criteria:

- a. Must not obscure any markings or labels.
- b. Must not obstruct any fitting or encompass any cable.
- c. Must not contain any sharp edges\*
- d. Must not be more than 300mm in diameter, or 300mm wide by 450mm long\*
- e. It should be attached with readily removable non-metallic or stainless steel bands without the need for holes to be made in the pole\* (the bands to pass under any cable). Nails must **not** be used but drawing pins are acceptable when used to attach temporary signs.
- f. Where applicable, if the sign protrudes, it should be attached via a bracket (fixed to hold the sign away from the pole surface).

\* The signs and fixings provided by CNW comply with these three requirements

**Appendix 7.**

**Cambridgeshire Neighbourhood Watch (CNW) actions to support the approval process.**

(Note that this appendix applies to CNW Exec and there is no action for coordinators)

Applicant's name and company: **Cambridgeshire Neighbourhood Watch Association**

| Task   | Details to be provided  |
|--|---|
| Copy of public liability insurance certificate | Required - £10 Million Minimum cover. To be provided annually |
| Complete Risk Assessment                       | To be provided with each insurance certificate                |
| Installation method statement                  | To be provided with each insurance certificate                |
| Details for wording and graphics of sign       | Sign details/size to be supplied with method statement.       |